Herding Cats: Managing Electronic Documents
Part 2 – Managing and archiving email in GroupWise

In this second module in the **Managing Electronic Documents** series, we look at tips and tricks for managing emails by using GroupWise Cabinet and Archive. Instructions for using **HyperSnap**, the City's screen capture program is also included.

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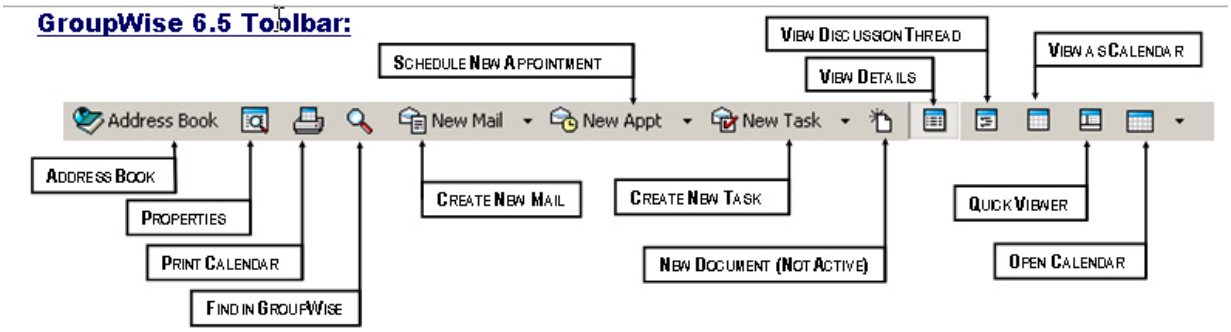
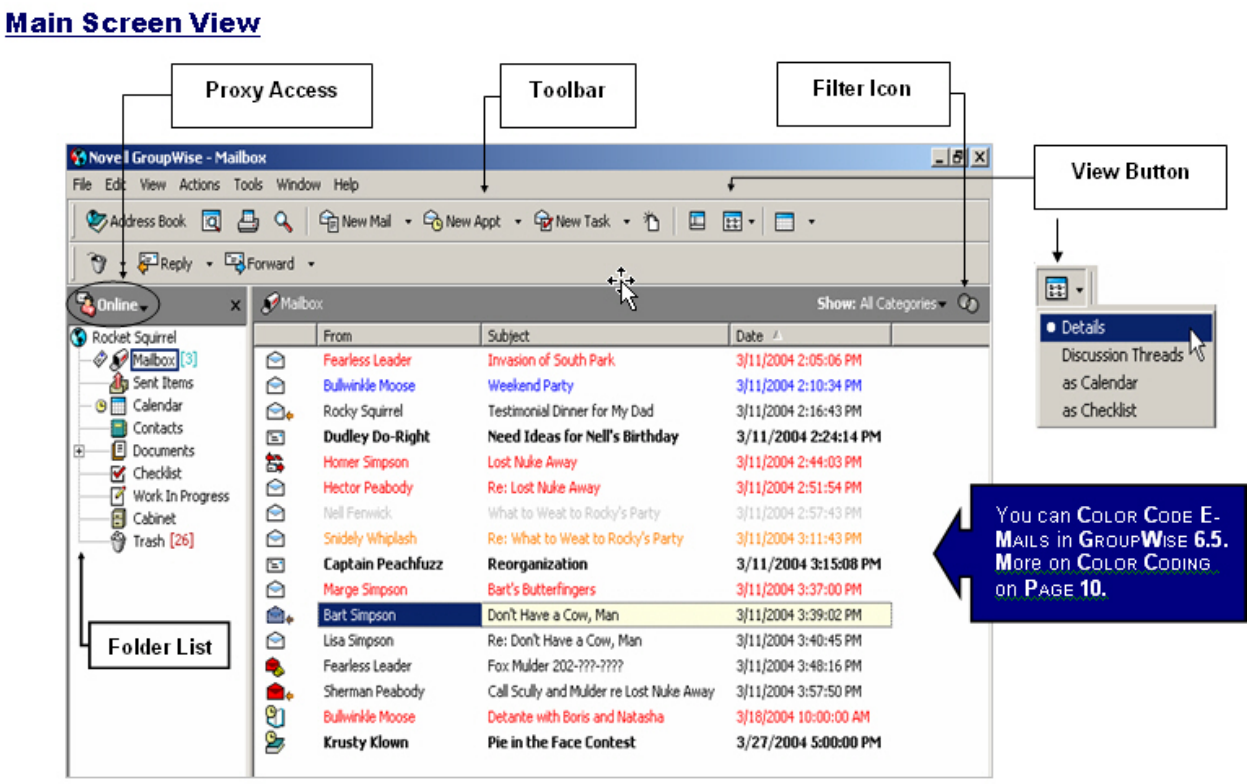
Introduction

Want some tips and tricks to reduce the number of pages you print? Read on!

GroupWise Toolbar

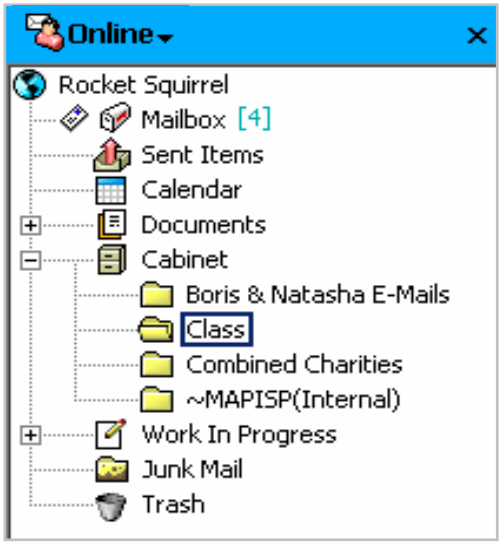


General Layout



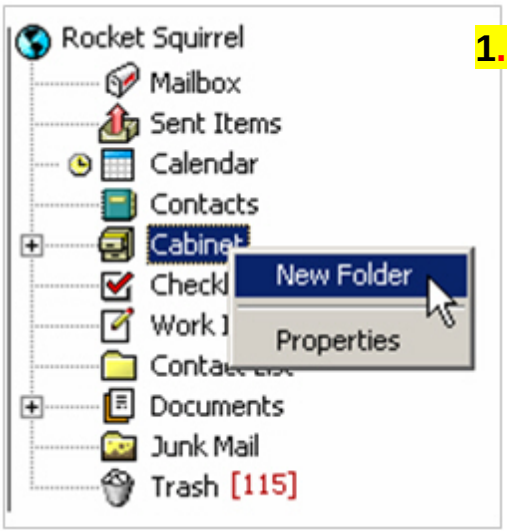
GroupWise Cabinet

- Used to **sort** and **store** messages
- Looks similar to Windows Explorer
- Does **not** automatically save; will self-delete in 45 days like all email
- Use naming conventions (see Herding Cats 1)

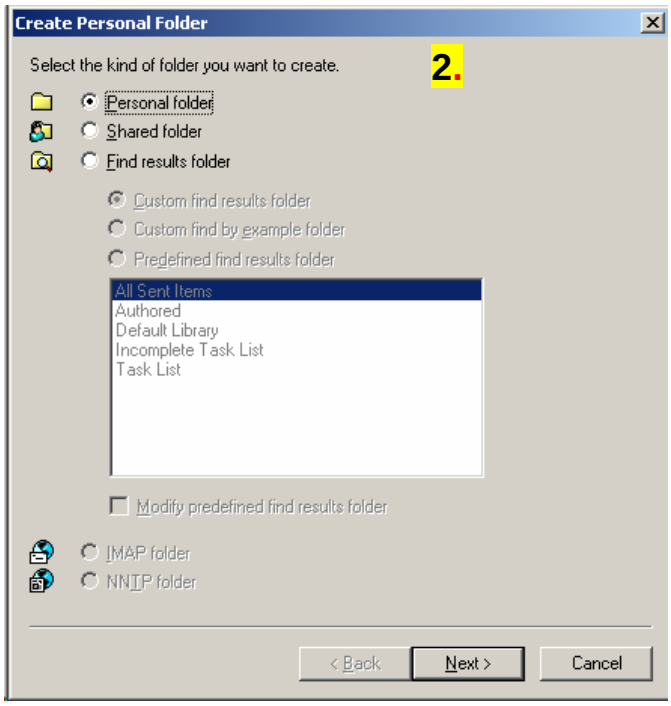


CREATING AND MANAGING FOLDERS

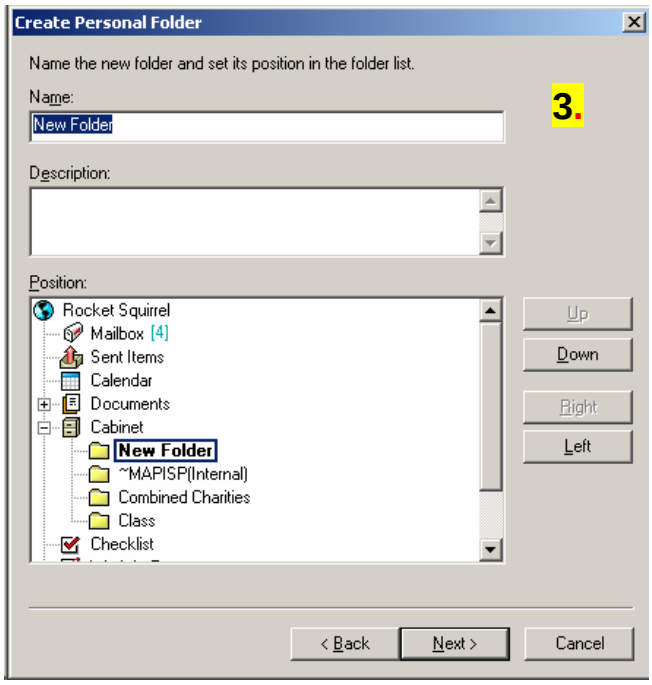
1. **Right-Click** on the **Cabinet**
2. Select **New Folder**



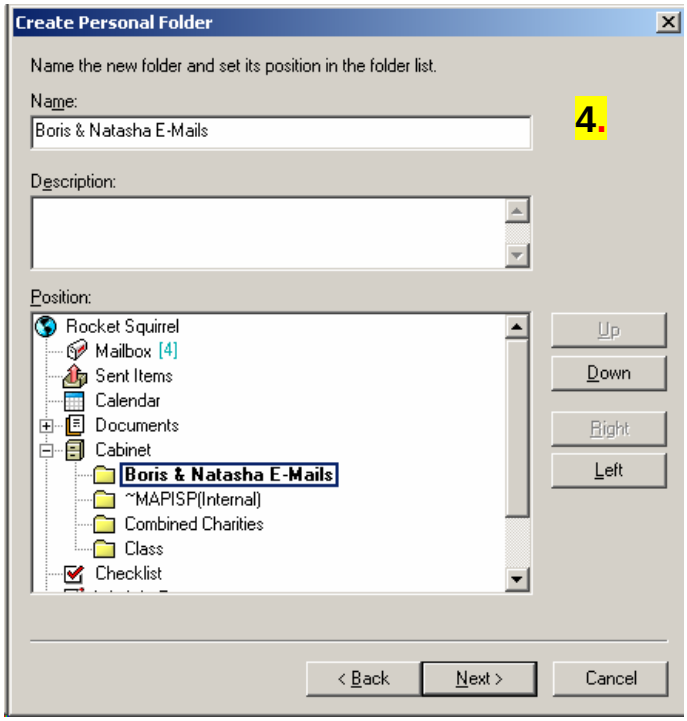
You'll now see the **Create Personal Folder Dialog Box (**below)



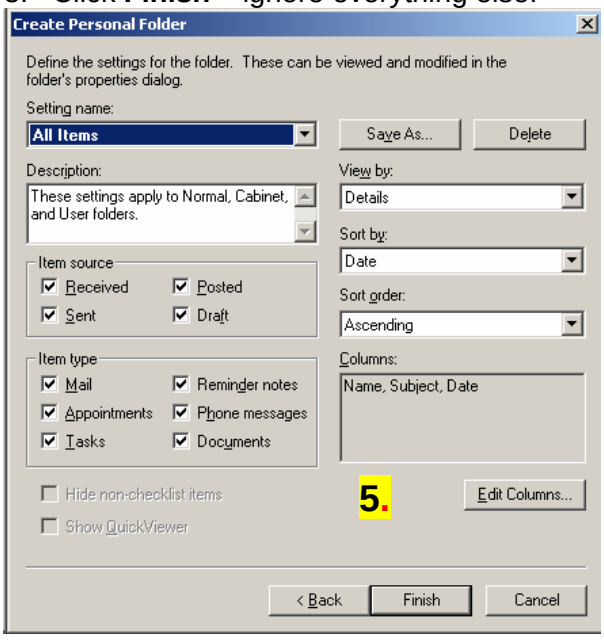
3. A bluebox will appear with **New Folder**



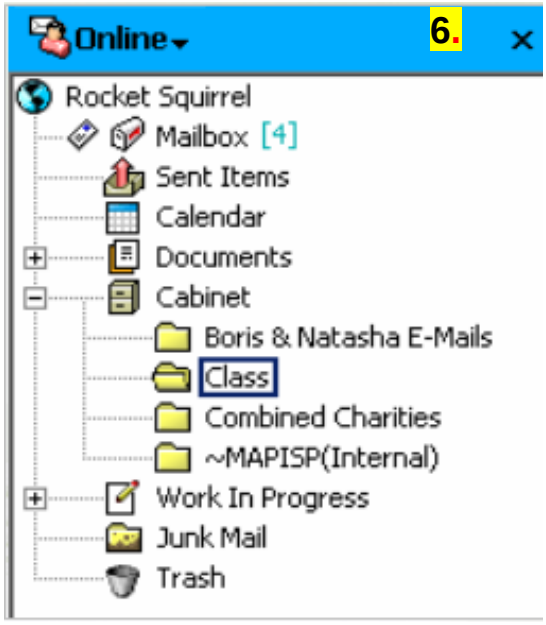
4. Enter the **Name** of the **Folder** in the next **Window** – click **Next**



5. Click **Finish** – ignore everything else.

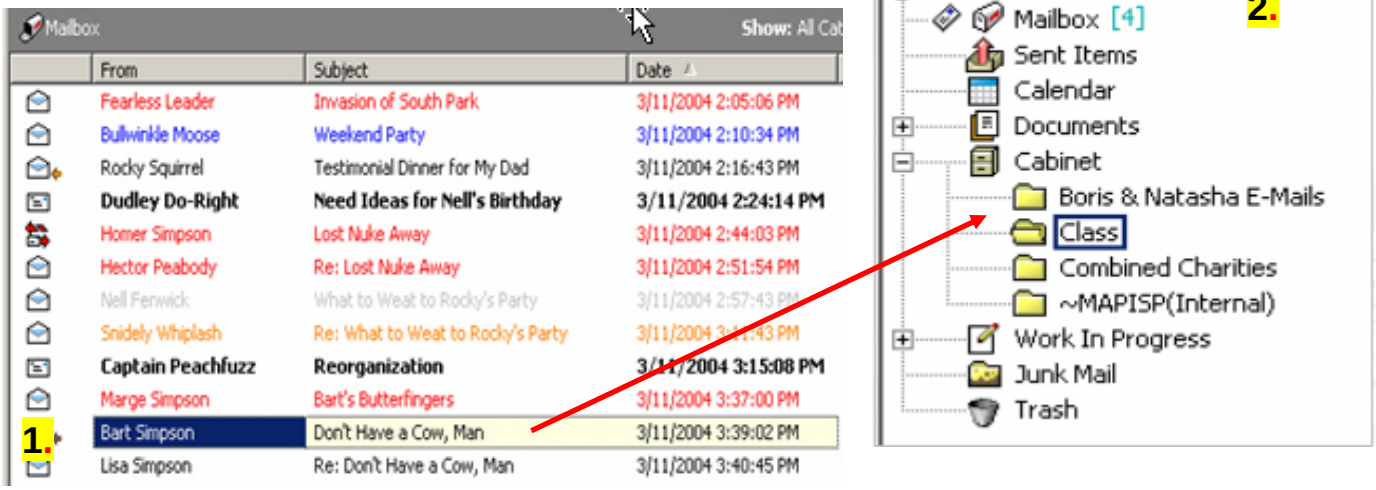


6. The New Folder appears under the Cabinet.



CABINET – ADDING MESSAGES

1. Highlight message you wish to move/save
2. Drag and drop email message into folder



Saving and organizing emails

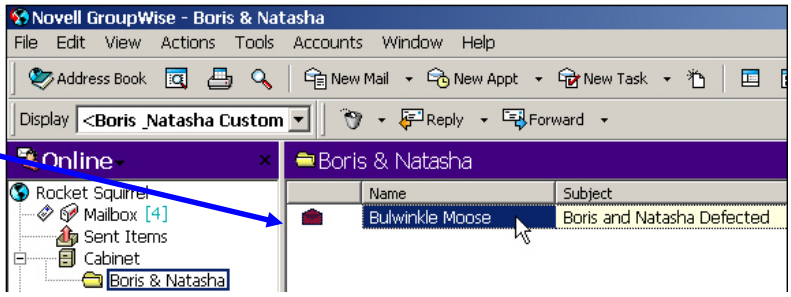
Archiving email

Archive protects items from being **Automatically Deleted**. Depending on your job requirements, you may need to use the **Archive** feature to **Save E-Mail Messages** to **Keep Records** of **Substantive City Business**.

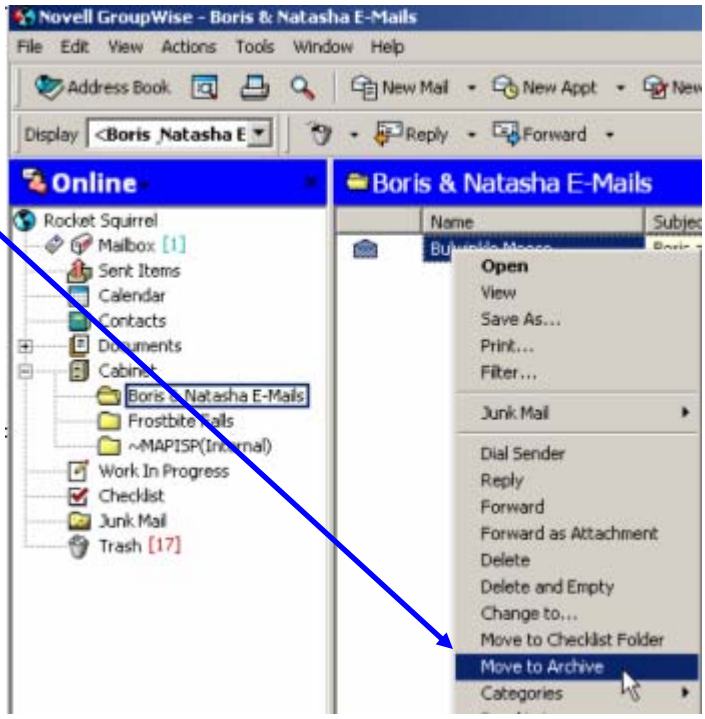
VERY IMPORTANT NOTE:
IF THE ARCHIVE DATABASE becomes too large – it may CORRUPT or CRASH.
It's important to MANAGE your ARCHIVE and DELETE OBSOLETE ITEMS.

How To Archive

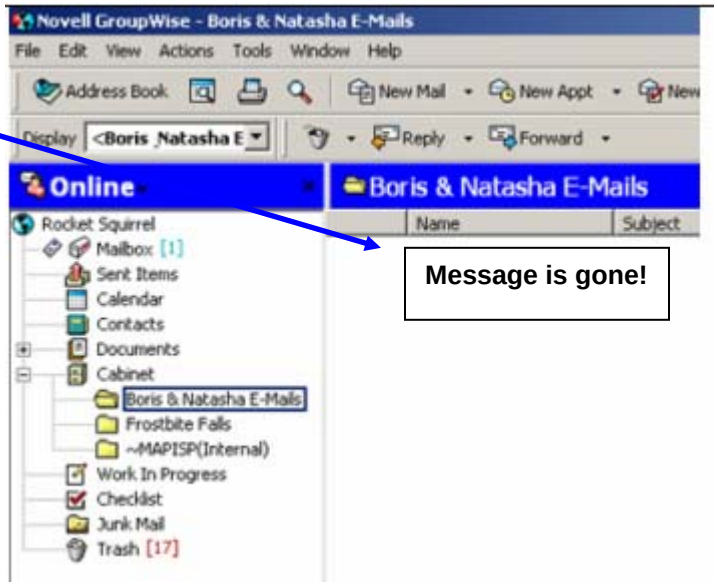
1. Locate email (or folder) you wish to Archive and highlight



2. Right click on message (or folder) and select **Move To Archive**



3. Message (or folder) disappears and is sent to your **Archive**



Helpful Hint

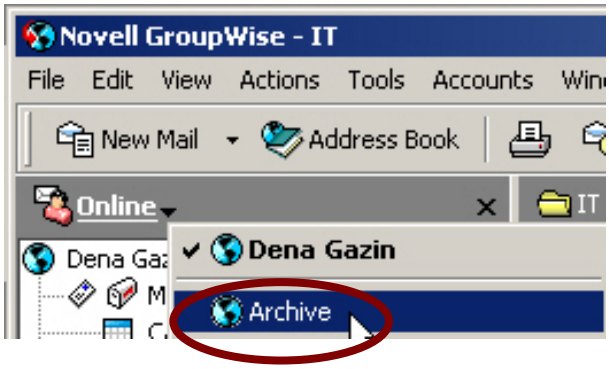
I send myself calendar reminders at the start of each year, reminding me to archive at the start of each month.

You can archive *either* from the main GroupWise mailbox (right pane) **or** from a folder (on left).

OPENING THE ARCHIVE

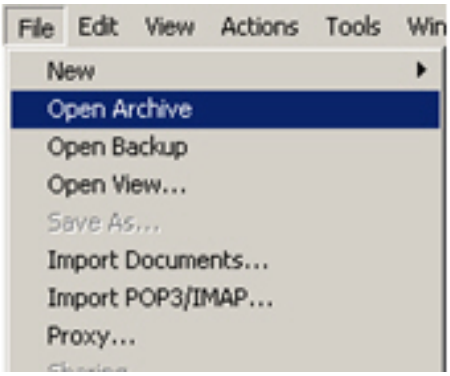
Method 1

1. Click on **Online** above your mailbox Name
2. Select **Archive**



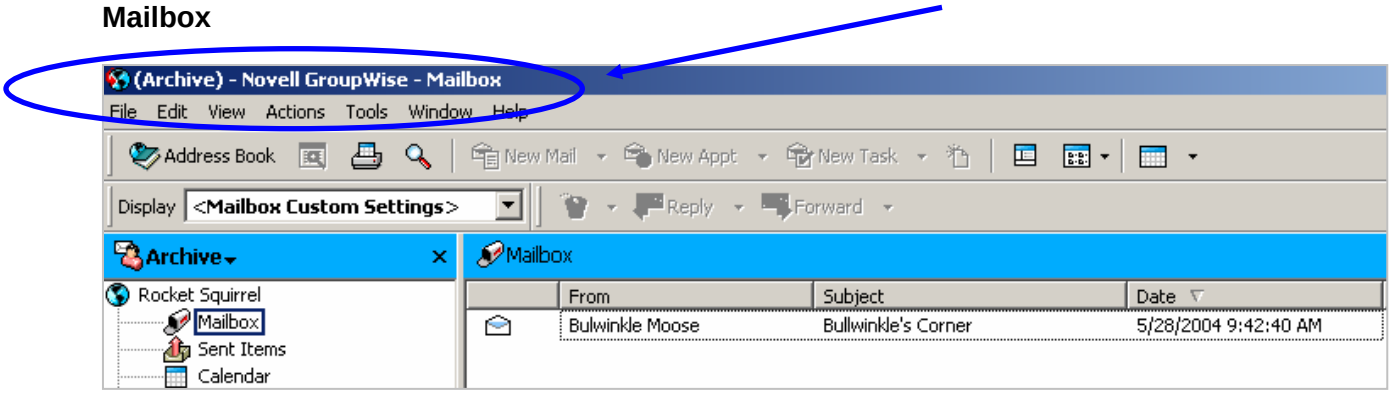
Method 2

1. Click on **File**
2. Select **Open Archive**



NAVIGATING THE ARCHIVE

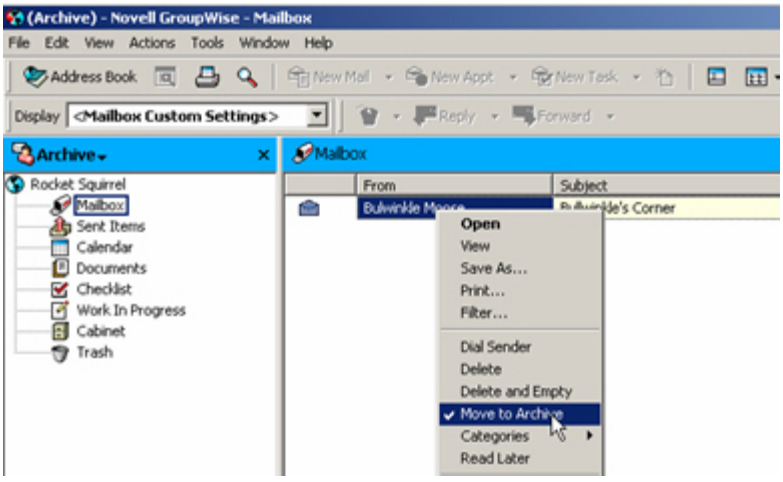
You can always tell if you're in the Archive as it will say **(Archive) – Novell GroupWise – Mailbox**



To **un-archive** any message

1. Highlight message and right click
2. Click on the checked **"Move to Archive"**
3. This unchecks the box and moves the message back to your Inbox

***** This email still falls under the 45-day rule! If you don't archive again by the end of the day you will lose the message!*****



- To return to mailbox, uncheck **Open Archive**

GroupWise – What not to Keep

- **City Employees Should Retain Electronic Records That Contain Substantive City Policy** - This is equally true for both paper and electronic records, regardless of the format (e.g. Word, e-mail, Excel.)

- **Most Records are Subject to Public Disclosure** - Like most paper records, most electronic documents generated for a City purpose, are subject to the State open records act (RCW 42.17.250). A useful rule of thumb is that electronic records, including e-mail messages, should be composed with the same care given a comparable paper memorandum.

- **Scope of Requirement** - For all routine/non-policy notes, messages, or transmittal letters short-term retention in the employee's mailbox is sufficient. All policy correspondence and reports (either messages or attached files) should be archived on individual hard drives or on the City of Seattle server.

- **Delete what you don't need** - Not all email needs to be saved. What can be deleted:

  - General City or Dept. "all" notices
  - Notices from IT
  - Requests for general information
  - Personal emails

Emails and printing

- 11,000 – approximate number of City of Seattle employees (regular, part-time and temp)
- If everyone prints just <u>one email</u> a day…
  - 11,000 sheets x 5 = 55,000 sheets a week
  - 55,000 x 52 weeks = 2,860,000 sheets a year
  - That's 5720 reams. This is more paper than the Legislative Dept., Personnel, and the Dept. of Neighborhoods **<u>combined</u>.**
- Bottom-line: If everyone can print **one less page** per day, the City will save nearly **3 million** sheets – that's more than 1.5 Space Needles! (953 ft. to be exact)

GroupWise Classes

The City of Seattle offers 2-day training courses on GroupWise. For more information, contact your Training Coordinator or visit the following websites:

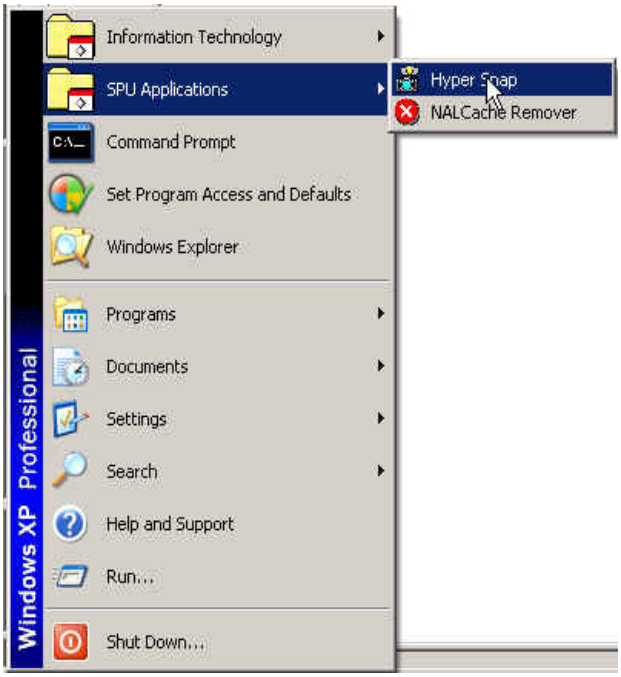
- http://inweb/personnel/training/schedule.asp
- http://inweb/personnel/training/materials.asp

HyperSnap

HyperSnap is a screen capture program freely available to most City employees.

Usually, **HyperSnap** is located in the department or network section of your start up menu, but you'll need to ask you IT department for exact placement.

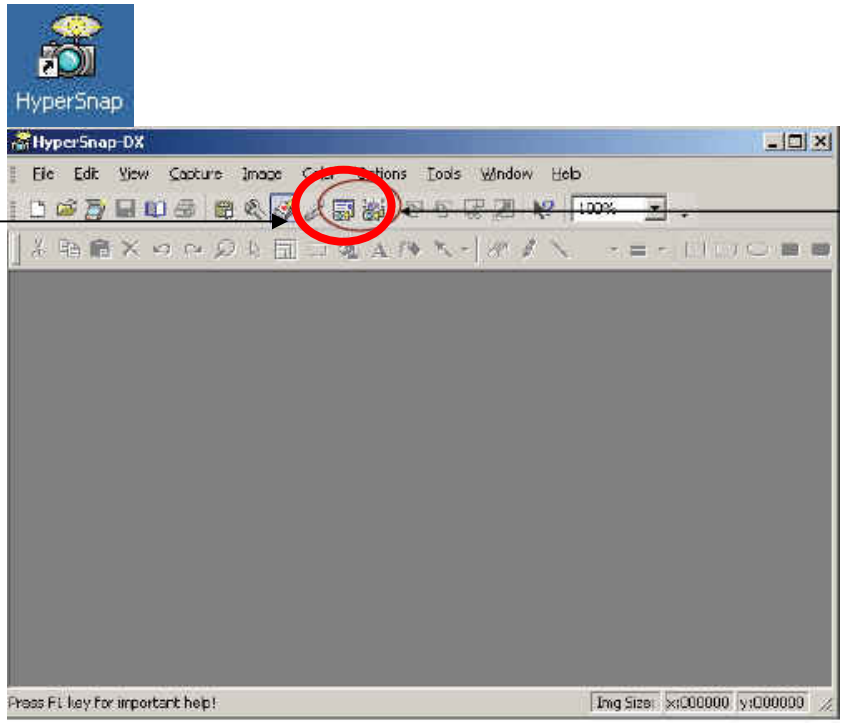
Use **HyperSnap** to quickly take "snapshots" of emails you wish to save (or print if absolutely necessary)



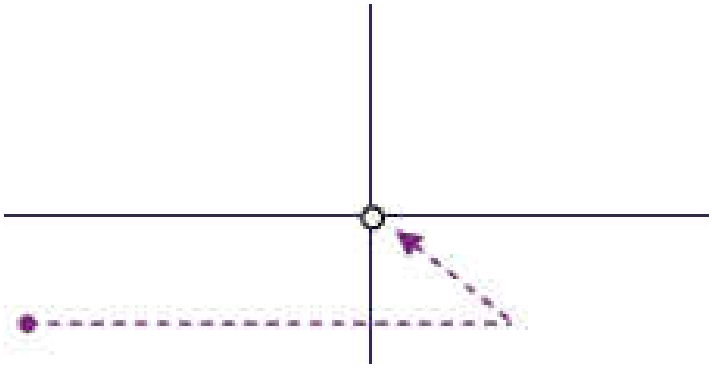
How To Use

1. Open HyperSnap program
2. The following screen will appear
3. Click on **Capture Region** button

Shortcut: CTRL + SHIFT + R

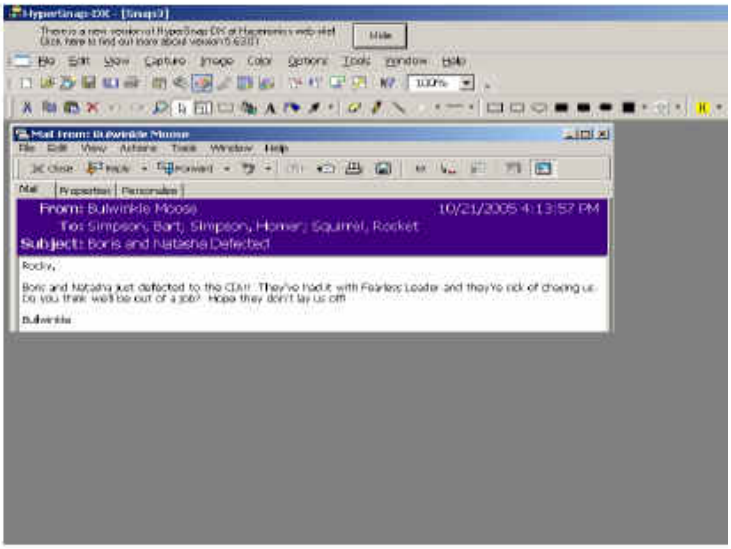


5. Your cursor will turn into a "crosshairs" tool. **Holding down the right mouse button**, you can drag the cross around to highlight the image you need
6. **Release the right mouse button** once you have selected the area you would like, and then **click on right mouse button a second time**.



7. Image is now captured and appears in HyperSnap as a .jpg

From here you can save to your computer, paste into a word doc or even print (only as a last resort of course!)



General Printing Tips

1. Ask yourself if you really need it. Can you just keep/make an electronic copy?
2. Ask colleagues to email or post on website
3. Adjust margins and fonts to reduce the number of pages in your documents
4. Proofread and preview documents before you send to printer
5. Before making several copies of one document, do a one-copy test run
6. Print on both sides (duplex)